



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received: MAR 12 1973 Application No. 73-143 Date Completed: MAR 15 1973	
2. Agency Application No.	3. AGENCY, Division, Subdivision & Administering Office Address Public Relations Unit Administrative Division Department of Community Development 270 Washington Street (Trinity-Washington Building)		
4. Person to Contact Lynn Leathers		5. Working Title Secretary	
		6. Tel. No. 656-3550	
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>			
8. Earliest & Latest Dates of Series 1968 - to Date		9. Exact Series Title PUBLIC RELATIONS SUBJECT FILES	
10. What is the function of the office in which this record series is created <p style="margin-left: 40px;">The Public Relations Unit of the Administrative Division is responsible for the overall public relations of the Department. The basic activity of the unit is the preparation and dissemination of information concerning methods for promoting investment in Georgia and for improving markets for Georgia products. The unit prepares and publishes the quarterly magazine, <u>Georgia Progress</u>.</p>			
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): <p style="margin-left: 40px;">The series contains documents relating to all aspects of unit operations. Included are 1) correspondence, memoranda, directives and supporting papers between unit officials and officials of other state agencies, private organizations, businesses and individuals concerning Georgia products and tourist attractions or potential businesses or attractions; special studies, reports, proposals and plans (implemented and non-implemented) relating to promotion of Georgia industry and trade; news releases and clippings; documentation of programs, trips, events planned by the unit; and master copies of forms, procedures, policies, etc. for unit operations - among others.</p> <p style="margin-left: 40px;">The series is arranged alphabetically by subject.</p>			
ATTACH SAMPLES OF THE FILE			
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers			
Legal-size File Drawers		3	6
ANNUAL RATE OF ACCUMULATION		No. of Drawers Cu. Ft. of Records	
		.6 1.2	
Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)	
		7	
AVERAGE DAILY REFERENCES		This Year's	Last Year's
		Preceding Year's	All Prior Year's
		6 for all years	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. News releases, advertising copy, etc. are published in various periodicals [X] []
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? historical value [X] []

24. REQUIREMENTS. The following requires the files to be kept indefinite years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [X] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

The series represents the top level of public relations within the Department. Requests and information channeled through this unit document the relationship between the Department and outside groups interested in the promotion of Georgia products and services.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-[X] CALENDAR YEAR -[] FISCAL YEAR -[] Other then:

- [X] Hold in the current files area _____ month(s)/ 2 year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [X] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.
- [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

73-143

Attach Samples of the Series James M. Whit Records Management Officer 2/22/73 Date

26. Recommendations		[X] Approved [] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	[X] Approved [] Disapproved	<u>William M. Hixon</u>	<u>2/22/73</u>
	Records	[X] Approved [] Disapproved	<u>William M. Hixon</u>	<u>3-13-73</u>
	Committee	[X] Approved [] Disapproved	<u>Carroll Hay</u>	<u>3-9-73</u>
		[X] Approved [] Disapproved	<u>Robert J. Shell</u>	<u>3-14-73</u>